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DDA 84-0046/33  
24 August 1984

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 24 August 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

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c. Senior officers from the Office of Information Services accompanied the Director and Deputy Director, Information Security Oversight Office (ISOO), and ISOO's agency liaison representative to an Office of Security (OS) briefing on unauthorized disclosures reported by the Agency to the Department of Justice during the period 1 October 1983-31 March 1984. The OS representative provided information on the types of disclosures, the damage assessments made by the Agency, and the difficulty in determining the source of any unauthorized disclosure. The briefing was provided to meet the Executive Order 12356 requirement that each agency report unauthorized disclosures to ISOO.

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e. Our contractor Moran, Stahl and Boyer completed its study on improving the Agency's domestic relocation process and recommends providing a centralized, full-service domestic relocation facility for employees, utilizing a professional relocation firm to integrate all aspects of a centralized facility, and maintaining Agency control of all domestic relocations. The Office of Personnel is now taking action to implement an Agencywide domestic relocation program. We expect to receive Supplement 2 of the Federal Travel Regulations on 24 August. This supplement promulgates the long awaited Government Services Administration implementation policy and regulations for domestic relocation services provided in the Warner-Wolf Legislation.

f. The Office of Personnel (OP) Field Recruiters are meeting this week to discuss the FY 1985 recruitment effort with senior OP managers, to be trained in new procedures instituted by the Office of Employment/OP and to have briefings and discussions with representatives from components within each of the four directorates.

g. The crush of summer travelers shows no sign of abating. During the period 6 - 17 August, Central Travel Services, Office of Personnel, (CTS/OP) had [ ] travelers and other customers (compared with [ ] in May and [ ] in June for similar time periods.) Incoming phone calls on black and red lines in the same period also increased dramatically to a total of [ ] CTS continues to get high praise for the manner in which it has been handling travel processing. Representatives of EUR and EA Divisions as well as [ ] have been generous in their commendations for CTS's efficiency and effectiveness.

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j. The current CT class has [ ] bright and impressive CTs. For basic word processing training on Wang Alliance, the class is divided into two groups. Each group will receive two full days of basic word processing instruction. This training will enable them to use the Wang Alliance in the Operational Records and Report Writing classes.

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k. The Urban Awareness Seminar which was to take place during 20 - 21 August [ ] was canceled. Dr. Charles King, President of the Urban Crisis Center in Atlanta, Georgia, was forced to cancel his participation in the Seminar [ ]

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3. Significant activities anticipated during the coming week:

On Monday, 24 August, the DDA will address the new Career Trainee Development Course at the Chamber of Commerce Building.

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[ ]  
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